

R-299 GENERAL INSTRUCTIONS

1. This form must be filled in completely by the sign owner, or a duly authorized representative, and returned to the appropriate Region Office shown below, for each sign to be permitted. A complete application includes the following:
 - a. Fully completed upper portion of the R-299 Form (first page)
 - b. Estimated distance measurements (see number six below)
 - c. Land lease documentation
 - d. A description of the legal access to the property that enables initial construction and routine maintenance
 - e. County/City approval (building permit), zoning verification, and any associated site plans
 - f. \$125 Permit Fee
2. Permits must be obtained prior to starting the construction or erection of the sign at the site.
3. After the permit is issued, construction of the sign shall begin within 180 days and shall be completed within 365 days of permit issuance. Any future alterations of the structure must be approved by submitting form R-407.
4. The permitted applicant is responsible for the proper placement of the sign permit (plate) on the sign within 30 days after delivery by the department to the permit holder, or within 30 days of the installation date of the sign structure.
5. This application and permit, if issued, are governed by the Utah Outdoor Advertising Act, Utah Code Ann. Section 72-7-501 et seq., and Department rules made pursuant thereto.
6. Applicant must submit estimated distance measurements from the proposed sign location to the nearest adjacent off-premise signs, points of gore, and interchanges (see R933-2-7 and UCA 72-7-505 for additional spacing related requirements).
7. This space is reserved for applicant comment. Please use this space to provide any additional information that may be helpful in evaluating this application for conformity with any applicable advertising regulations. Attach additional sheets if necessary and contact the appropriate Region Permit Office (listed below) if assistance is needed in completing this application.

Applicant Comment Area:

UDOT REGION CONTACT INFORMATION

REGION #	FOR REGION MAP (click here)	PHONE
Region 1	166 West Southwell Street, Ogden, Utah 84404	(801) 620-1647
Region 2	2010 South 2760 West, Salt Lake City, Utah 84104	(801) 975-4808
Region 3	658 North 1500 West, Orem, Utah 84057	(801) 227-8017
Region 4	210 West 800 South, Richfield, Utah 84701	(435) 893-4799